ILLINOIS STATE UNIVERSITY  
OFFICE OF HUMAN RESOURCES  
GRADUATE ASSISTANT UNPAID LEAVE APPLICATION  

Any Graduate Assistant who will be absent from their employing department for more than 5 days must complete this form.

Employing units may grant unpaid leave time to graduate assistants who are facing a situation where they would need to take a leave of more than one week (five business days). The Graduate Assistant should complete the Graduate Assistant Unpaid Leave Application and submit to their employing unit, who should sign and forward the form to Human Resources. The application for an Unpaid Leave in no way affects the academic standing of the Graduate Assistant; all academic requests must be made to the Graduate School.

To Be Completed by the Graduate Assistant Requesting Leave:  
Name:___________________________________________________________  
Department:______________________________________________________  
Dates Requested: From________________ through close of business ____________  
Reason Requesting Leave: _______________________________________________  
____________________________________________________________________  
____________________________________________________________________

To Be Completed by the Employing Unit/Department:  
☐ Disapproved due to departmental needs  
☐ Approved for (dates): From________________ through______________________  
    How will this work be covered?________________________________________

____________________________________________________________________

Employing Unit/Department Signature  
Print Name and Position of Person Signing  
Date

To Be Completed by Human Resources  
☐ Approved  
☐ Disapproved  
☐ Copy sent to department on________________

____________________________________________________________________

Human Resources Signature  
Print Name and Position of Person Signing  
Date